

METAL BANK NPL SITE  
PHILADELPHIA, PA

MEETING MINUTES  
KICK OFF MEETING  
FOR THE WEEK ENDING JULY 24, 2009

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The Site kickoff meeting for the Metal Bank Site was conducted on Wednesday, July 23, 2009 at the Metal Bank Site located at 7301 Milnor St., Philadelphia, PA.

**Attendees:**

Field Office

John Dobi	PSEG
Ben Henry	PECO Energy
Sharon Fang	U.S. EPA
Joshua Barber	U.S. EPA
Charlie Nicholas	USACE
Mark Conaron	PADEP
(b) (4)	CDM
Michael Welsh	IQAT
Robert Volker	Sevenson
Wayne Kostuk	Sevenson
Michael Welch	Sevenson
Michael Muth	Sevenson
Wyatt Beougher	Sevenson
Janelle Becher	Sevenson
Mike Walsh	IQAT
Carlo DiTullio	Malcolm Pirnie
Wyn Davies	Malcolm Pirnie
Steven Langseder	Malcolm Pirnie
Meredith Langille	Malcolm Pirnie

Via Teleconference

Joe Vitale	Malcolm Pirnie
Paul Thompson	Sevenson

**Topics Discussed:**

- **Introductions & Project Roles**

- Site personnel in attendance introduced themselves and provided a description of their roles on site. A summary of this information is provided below:
  1. Wyn Davies – Malcolm Pirnie, Program Manager
  2. Josh Barber – U.S. EPA, RPM

3. Sharon Fang – U.S. EPA, RPM
4. Mark Conaron – PADEP
5. Rob Volker – Severson, Procurement
6. Wayne Kostuk – Severson, Site Superintendent
7. Mike Welch – Severson, Quality Control
8. Mike Muth – Severson, On Site Project Manager
9. Wyatt Beougher – Severson, Health & Safety Officer
10. Meredith Langille – Malcolm Pirnie, Project Engineer
11. Steve Langseder – Malcolm Pirnie, Supervising/Resident Engineer
12. Carlo DiTullio – Malcolm Pirnie, Project Engineer
13. Janelle Becher – Severson, Accountant
14. Ben Henry – PECO Energy, Technical Steering Committee
15. John Dobi – PSEG, Technical Steering Committee
16. Mike Welsh – IQAT
17. Charlie Nicholas – USACE, QC
18. (b) (4) – CDM, U.S. EPA Oversight
19. Joe Vitale – Malcolm Pirnie, Project Director
20. Paul Thompson – Severson, Vice President

- **Health & Safety –**

- There were no reportable incidents in the past week.
- M. Muth explained the role of the dedicated H&S officer (W. Beougher). Each laborer has a site orientation with the Site H&S officer where all site hazards are explained, appropriate paperwork is filled out and details of what is expected of the laborers are explained.
- W. Beougher explained general H&S concerns with the site. There is a site sign in sheet for those individuals who are on the site daily. All other visitors should sign in at the office, as the sign on the gate indicates. Visitors are asked not to enter the exclusion zone unless otherwise needed. Severson would like to limit traffic in this area. Visitors are also asked to limit their presence in areas where work is being conducted because laborers have been instructed to stop work when non-laborers are in the work area to ensure their safety. W. Beougher commented that laborers have been wearing Tyvek during site mobilization to protect them against ticks, insects, and poisonous plants.

- **Previous Meeting Minutes –** None to note.

- **Handouts –**

- Project Kick-off Meeting Agenda

- **Recap of Previous week -**

- Severson mobilized to the site on July 20, 2009. Since mobilizing, Severson has started cleaning up the site, cutting down the over-growth.
- Started setting up new erosion and sediment control measures.

- **Planned Activities**

- Short term – next week

1. Severson to continue to mobilize equipment, personnel and materials.
2. Severson to continue site clearing and grubbing activities as needed.
3. Severson to continue to install new erosion and sediment controls (super silt fence, silt fence, waddles, etc.) as needed.
4. Severson to repair and install perimeter construction fencing around soil staging pad.
5. Severson to deploy background turbidity monitors (2 – YSI Turbidity monitors by 7/24 for upgradient and downgradient; 2 – YSI for work zone by 7/31) and collect background turbidity data as required.
6. Severson to repair tracking areas/decontamination pad ramp as needed.
7. Severson to mobilize temporary WWTP equipment and initiate installation of the temporary WWTP.

- Long term – Two Week Look Ahead/Implementation Schedule

1. Severson to continue to mobilize equipment, personnel and materials.
2. Severson/AmQuip to mobilize and assemble the 300-ton crawler crane
3. Severson to continue to install erosion and sediment controls (silt curtain around temporary sheet pile wall/turbidity wall).
4. Severson to continue to construct the temporary WWTP.
5. Severson to install new force main piping from the soil staging pad to the WWTP and Decontamination Pad to the WWTP.
6. Severson to initiate the cleaning and repair of the soil staging pad and decontamination pad as necessary (repair berms, sump, install asphalt sealer, etc.).
7. Severson to repair, update and maintain site haul roads and traffic routes as needed.
8. Severson to perform initial topographic/pre-construction site surveying as needed.
9. Severson to lay out Temporary Sheet Pile Wall/Turbidity Wall location.
10. Severson to continue background turbidity monitoring.
11. Severson to initiate cutting and repairs on the permanent sheet pile wall as necessary.
12. Severson to initiate the installation of tiebacks and backfill behind the deadmen/permanent sheet pile wall.

- **New issues**

- Per the revised Site Communication Plan, there will be a daily afternoon meeting with Severson (M. Muth, W. Kostuk), Malcolm Pirnie and regulators to discuss what activities took place during the day, answer any questions regarding the site activities for the day and to discuss planned activities. Meetings should not take

more than 30 minutes. In addition to this new meeting, weekly site meetings will continue to be held on Thursday's at a new time of 10 AM.

- Subject matters discussed in a meeting that seek approval from the EPA will now be documented on a form created by Malcolm Pirnie. The form outlines specific categories and will be used as necessary. This process was developed to eliminate any potential miscommunications of decisions.

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- **Items for discussion**

- W. Davies discussed the communication plan, remind site personnel that all communication from regulators to Severson, unless there is an immediate threat to health, should go through Malcolm Pirnie. C. Nicholas stated there will be no directions given to Severson from the regulator side.
- S. Fang noted she will discuss proposed communication plan with her supervisor and counsel.
- Severson provided a hard final copy of their Site Health and Safety Plan and Work Plan for all individuals on site. This will cut down on any confusion that may exist with multiple versions that have been distributed. S. Fang requested additional copies for specific individuals. Severson will mail these copies once their addresses are provided.
- J. Vitale outlined the hierarchy of documents for the site. The Consent Decree, which Severson has a copy of, is the governing document, followed by Severson's Final Work Plan, then, by reference, TtEC's Work Plan, drawings that have been accepted, followed by AMEC's design documents and drawings. All conflicts will be handled in that order.
- S. Fang noted the site is not obliged to hold preparatory meetings. W. Davies responded the site will continue to have them, as needed, for all relevant personnel. Severson will prepare agenda's for these meetings including information, where specifications state, what inspections need to be conducted prior to the start of work.
- The submittal log has continued where it left off. Any submittals submitted by Severson will have an 'S' at the end of the number. The process will remain the same as before. Severson will submit a submittal to Malcolm Pirnie, C. DiTullio will review, submit to W. Davies for approval. The EPA will be included on all necessary submittals, like before. The same process for CCR's as well.
- W. Kostuk noted that today the site is quiet, but in the future, when the crane and other heavy equipment are in operation, if there are any questions about where you can view operations, please ask W. Beougher or himself. Also note, as mentioned in the health and safety earlier, workers have been instructed to stop work when visitors are in the work zone to protect your safety. Please be considerate when entering work zones.

- W. Beougher will be hanging contact lists in every trailer.
- S. Fang requested contact information for spills that may occur after hours. This information will be provided.
- C. Nicholas asked if Severson has a copy of the submittal register. Severson has had a list of all the submittals and CCR's. Severson and C. DiTullio have discuss all relevant submittals and M. Welch is preparing an updated register.
- C. Nicholas asked about the schedule. W. Davies reports a schedule is ready but the site doesn't have printing capabilities just yet, therefore it was not handed out at today's meeting. Severson will be in charge of updating this on a weekly basis.
- B. Henry reports he will be on vacation next week but that his colleague, Ben LePage, will be filling in for him.
- **Other issues**
  - No other issues at this time.
- **Action items**
  - NONE
- **Next Meeting** – Next meeting will on Thursday, July 30, 2009 at 10:00 AM. Call-in number is: (610) 994-9940 Passcode: 177